



**DEFENSE CONTRACT AUDIT AGENCY**  
**DEPARTMENT OF DEFENSE**  
8725 JOHN J. KINGMAN ROAD, SUITE 2135  
FORT BELVOIR, VA 22060-6219

IN REPLY REFER TO

PPD 730.5.26

May 2, 2002  
02-PPD-031(R)

**MEMORANDUM FOR REGIONAL DIRECTORS, DCAA**  
**DIRECTOR FIELD DETACHMENT, DCAA**

**SUBJECT: Audit Guidance on Submission Requirements of Interim Public Vouchers**

Currently, DCAAP 7641.90, Information for Contractors, provides that unless otherwise notified or specified differently in the contract, contractors (direct billing or non-direct billing) submitting interim vouchers in paper format should submit the "original voucher" and six copies. On March 25, 2002, the Defense Finance and Accounting Service (DFAS) revised its requirements for processing vouchers at the DFAS - Columbus location for certain disbursing offices. DFAS - Columbus uses an Electronic Data Imaging (EDM) system to scan Standard Forms (SFs) 1034 into an electronic image. Numerous users can access a single image via the EDM, thus eliminating the need for multiple copies of the interim voucher. Accordingly, contractors are only required to submit the original voucher to these disbursing offices.

The new requirement is effective immediately. A copy of the DFAS memorandum revising the requirement is attached. The mailing addresses of the specific disbursing offices requiring only the submission of the original voucher (no copies are required) are as follows:

DFAS - Columbus  
PO Box 369016  
Attn: Columbus CP  
Columbus, Ohio 43213-1152

DFAS - Columbus  
PO Box 369020  
Attn: Limestone VP  
Columbus, Ohio 43213-1152

DFAS - Columbus  
PO Box 369023  
Attn: Indianapolis VP  
Columbus, Ohio 43213-1152

DFAS - Columbus  
PO Box 369024  
Attn: Dayton VP  
Columbus, Ohio 43213-1152

Field Audit Offices (FAOs) approving vouchers addressed to the above disbursing offices should inform contractors that only the original voucher (no copies) is required to process and pay the voucher. In addition, FAOs should provide a copy of this Memorandum for Regional Directors to contractors receiving a copy of the DCAAP 7641.90, Information for Contractors, prior to the scheduled update of the pamphlet in January 2003.

PPD 730.5.26

SUBJECT: Audit Guidance on Submission Requirements of Interim Public Vouchers

Field office personnel should direct any questions regarding this memorandum to personnel in the regional office. If regional personnel are unable to answer or have questions of their own, they should contact Mr. Barry Turner, Program Manager, Policy Programs Division at (703) 767-2270.

/SIGNED/ Robert DiMucci  
(for)  
Lawrence P. Uhlfelder  
Assistant Director  
Policy and Plans

Enclosure

DFAS Memo dated March 25, 2002

DISTRIBUTION: C



**DEFENSE FINANCE AND ACCOUNTING SERVICE**  
**COLUMBUS CENTER**  
P.O. BOX 182317  
COLUMBUS, OHIO 43218-2317

IN REPLY  
REFER TO

DFAS-BS/CC

MAR 25, 2002

MEMORANDUM FOR DIRECTOR, CONTRACT PAY SERVICES  
DIRECTOR, VENDOR PAY SERVICES  
DIRECTOR, VENDOR PAY ARMY SUPPORT  
DIRECTOR, VENDOR PAY NAVY SUPPORT  
DIRECTOR, VENDOR PAY AIR FORCE SUPPORT  
DIRECTOR, VENDOR PAY MARINE CORPS/  
DEFENSE AGENCIES SUPPORT  
VENDOR PAY SITE MANAGERS

SUBJECT: Submission of Public Vouchers for Services (SF 1034) to EDM Payment Locations,  
Policy Number 0800-02-0002

Defense Federal Acquisition Regulations (DFARS) Appendix F-306 outlines the requirements for the submission of invoices to the payment locations, and specifies that a total of 4 copies of the invoice be provided to the payment office. Although this regulation addresses the submission of invoices associated with Material Inspection and Receiving Reports (DD 250 billings), this regulation had been applied by default to the submission of Public Vouchers for Services (SF 1034s) by the Defense Contract Audit Agency (DCAA). For this reason, a total of 4 copies of SF 1034s are currently being submitted to DFAS Columbus for payment. DCAA Procedure 7641.90 Information for Contractors Chapter 5 (dated January 2002) addresses SF 1034 billings and states that the "contract will designate an address to which these forms will be submitted (the billing address), the distribution and the number of copies."

The DFAS Columbus Document Capture Center (DCC) scans SF 1034s that are paid via the MOCAS System the Vendor Pay listed on Attachment 1, in the Electronic Data Imaging (EDM) System. The ability of numerous users to access a single image via EDM has eliminated the requirement that multiple copies of SF 1034s be forwarded to payment locations serviced by the DCC. Effective immediately, only 1 copy of SF 1034 payment vouchers shall be forwarded to the DCC for the payment locations with EDM capability.

Please direct any questions or comments to Mr. Steve Kreim, DFAS-BAP/CC, at DSN 869-8772 or 614 693-8772.

/S/

JoAnn Boutelle  
Director, Commercial Pay Services

Attachment As stated

cc:  
DFAS-BKJ/CC Division Chiefs  
DFAS-BKJ/CC Branch Chiefs